

OWENS COMMUNITY COLLEGE
REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 7, 2021 ~ MINUTES

Call to Order – Chair Mary Beth Hammond called the meeting to order at 12:31 p.m., and directed the record to show the meeting was held in accordance with the policies of the Board of Trustees, and the Ohio Revised Code, Section 121.22 and Chapter 3358.

Roll Call – Roll call for the meeting quorum was taken, and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey (remote), Sherina Ohanian, Rich Rowe, Rita Russell (remote), and Diana Talmage (6-in-person).

Authorization to Amend the Board Bylaws to Allow Trustee Attendance of Meetings via Electronic Communication Means:

RESOLUTION 2021-09-07-01

WHEREAS, Section 121.22 (C) of the Revised Code states that, “A member of a public body shall be present in person at a meeting open to the public to be considered present or to vote at the meeting and for purposes of determining whether a quorum is present at the meeting;” and

WHEREAS, the current Bylaws of the Board of Trustees, 3358-11-1-02, Section D(4) states that, “A member of the board shall be present in person at a meeting open to the public to be considered present or to vote at the meeting and for purposes of determining whether a quorum is present at the meeting;” and

WHEREAS, House Bill 110 (FY 2022-23 Budget Bill), through the enactment of Section 3345.82 of the Revised Code, allows a board of trustees of a state institution of higher education to adopt a policy allowing a trustee to attend a board meeting via means of electronic communication with the following minimum standards:

- (a) At least 1/3 of the trustees must attend the meeting in-person;
- (b) All votes be taken by roll call vote;
- (c) A trustee who intends to attend a meeting via electronic means must notify the chairperson no less than 48 hours before the meeting, except in the case of a declared emergency;
- (d) A trustee cannot attend more than half of the meetings via electronic means;

WHEREAS, to assure consistency between legislation and the Bylaws of the Board of Trustees, the Board Chair with the Board Secretary have drafted the following language as a proposed amendment to the Bylaws of the Board of Trustees (“Proposed Amendment Language”), consistent with legislation, which states:

Proposed Amendment Bylaws Language

“Allowance of attendance via means of electronic communication technology. A member of the board is allowed to attend a public meeting of the board via live, audio-enabled communication that permits simultaneous communication with members of the board present in person at the place of the meeting and with each other. The state-established minimum standards for the conduct of the public meeting must be met, and the number of regular meetings at which each trustee shall be present in person may not be less than one-half of the regular meetings of the board annually. Additionally, at least one-third of the trustees attending the meeting shall be present in person at the place where the meeting is conducted.”

All votes taken at the meeting are to be taken by roll call vote. A trustee who attends a meeting via means of electronic communication is considered to be present at the meeting, is counted for purposes of establishing a quorum, and may vote at the meeting. A trustee must provide 48-hours notice to the chairperson in advance for electronic attendance.”

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Trustees authorizes the Board Chair with the Board Secretary to amend the Bylaws of the Board of Trustees by inserting the Proposed Amendment Language as the last-numbered subsection of Section (D) Meetings and to file said amendment with the Ohio Legislative Service Commission.

Dr. Hejeebu made a motion to approve the authorization to amend the Bylaws, which was seconded by Ms. Ohanian. Following a voice vote, the motion was adopted.

Roll Call – Roll call for the record of attendance was taken, and the following members were present: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey (remote), Sherina Ohanian, Rich Rowe, Rita Russell (remote), and Diana Talmage (8).

Minutes of the Board of Trustees – The minutes of the June 1, 2021 regular meeting were provided to the Board of Trustees; and, hearing no corrections, the chair declared the minutes were accepted as written.

President’s Report – President Dione Somerville provided her inaugural report to the Board of Trustees. She commented on the following items.

- Opening Week activities and enrollment – The College started the academic year slightly down in enrollment – about 1.5 percent down in total headcount and about 3 percent down in credit hour production.
- COVID-19 – The College required individuals to wear a mask indoors on campus regardless of vaccination status, which was in alignment with Center for Disease Control guidance.
- Grants – The College was awarded the following grants:
 - Ohio RAPIDS grant for \$102,839. This grant will be used for equipment to train in CNC machining, process controls, and welding technology. Equipment will be housed at both Findlay and Toledo-area campuses.
 - Ohio Campus Safety Grant, jointly administered by the State of Ohio, Department of Higher Education, and Department of Public Safety. The award of \$102,800 will be used to install a remote electronic locking system on the Center for Fine and Performing Arts.
 - Gates Foundation grant of \$95,000 to continue piloting the SUCCESS model (called Fast Track at Owens), a comprehensive support program integrated with guided pathways as an evidence-based practice to increase student completion.
- Partnerships, elected officials, and external engagement, included that President Somerville was invited to be a member of the Board of Directors for the Regional Growth Partnership; and she signed a new articulation agreement with Siena Heights University, allowing a student to complete an associate degree at the School of Nursing and Health Professions, or at the School of Business, Hospitality Management and Public Safety to transfer to Siena Heights to complete the related bachelor of applied science degree, bachelor of applied science in health care management, bachelor of business administration, or bachelor of arts in community and human services.

Academic Affairs Report – Denise Smith, Provost/Vice President of Academic Affairs, provided an update on academic activities, recognitions and partnerships, including: Workforce and Community Services, in partnership with Goodwill and Cherry Street Mission, purchased steel-toed boots for 23 students taking welding and tool and die classes through Owens at the Life Revitalization Center. The Department of Radiography, led by Ms. Christine Smith, Chair, recently submitted an interim report updating the accrediting body, which the Joint Review Committee on Education in Radiologic Technology awarded the program maintenance of accreditation for a period of eight years. Therefore, the next accreditation site visit is scheduled in 2025, rather than 2022. The Department of Teacher Education and Human Services led by Dr. Michelle Arbogast, Chair, and the Owens Aspire Program led by Director Heath Huber launched a unique partnership with the YWCA. This program provides a workforce pipeline for students beginning with their Child Development Associate Certificate or CDA, while simultaneously providing college preparation support in English and Math for admission into the Early Childhood Education Program. The program will be presented at the OCCRRA Higher Education Summit this fall as a model for state-wide collaboration efforts between the YWCA and local institutions of higher education.

Student Services Report – Amy Giordano, Vice President of Enrollment Management and Student Services, reported on student recruitment efforts including priorities of the Findlay-area Campus and the third student portion of the federal Higher Education Emergency Relief Funds to ensure students have the resources to be successful. Qualifying needs of the HEERF funds include technology, instructional supplies, food, housing, utilities, transportation, health care, child or dependent care, or other emergency expenses due to the COVID 19 pandemic. Additionally, a student may also request their funds be applied to Fall 2021 tuition and fees, to help reduce or pay in full a balance due. Student feedback has been very positive. She closed her report by commenting on continuing campus traditions within the parameters of the pandemic, including athletics, student activities and expanding the campus shuttle route for greater access to the Toledo-area Campus.

Mr. Rowe requested additional information on the new student count for the Findlay-area Campus, which a follow up will be provided after the census date.

Financial Report – Jeff Ganues, Vice President of Business Affairs, Chief Financial Officer and Treasurer, provided a brief update on closing Fiscal Year 2021, and he anticipated providing the August month-end report at the next Board Finance Committee meeting. He commented on the facilities and capital improvements recommendations, which included the Transportation Technology building renovations, phase III renovations of College Hall, the IT fiber loop project to provide redundancy connections on both sides of Oregon Road, and a request for prior authorization for equipment purchases for the Dana Center with the JobsOhio grant funds.

RECOMMENDATIONS OF THE PRESIDENT TO THE BOARD OF TRUSTEES

Employment of Personnel:

RESOLUTION 2021-09-07-02

BE IT HEREBY RESOLVED that the recommendation of the President to employ the following person(s), be approved by the Board of Trustees:

NAME:	Tanya Jensen
ADDRESS:	Maumee, OH
EDUCATION:	Graduate of University of Wisconsin-Whitewater, Bachelor Degree with a major in Communications
ASSIGNMENT:	Corporate Programs Specialist

NAME: Kate Bradley
ADDRESS: Bowling Green, OH
EDUCATION: Graduate of Eastern Kentucky University, Bachelor Degree with a major in Sociology
ASSIGNMENT: Specialist, Student Services Center

NAME: John Mower
ADDRESS: Toledo, OH
EDUCATION: Graduate of University of Toledo, Bachelor Degree with a major in Physical Education (K-12) and a graduate of Bowling Green State University, Master Degree with a major in Guidance and Counseling
ASSIGNMENT: Advisor, Student Financial Services

NAME: Pamela Mayer
ADDRESS: Toledo, OH
EDUCATION: Graduate of Lourdes University, Bachelor Degree with a major in Psychology and a graduate of Spring Arbor University, Master Degree with a major in Organizational Management
ASSIGNMENT: Manager, Apprenticeship Program

NAME: Shelby Stoots
ADDRESS: Oregon, OH
EDUCATION: Graduate of Bowling Green State University, Bachelor Degree with a major in Three-Dimensional Studies with a Specialization in Sculpture
ASSIGNMENT: Manager, Center for Fine and Performing Arts

NAME: Lori Owens
ADDRESS: Bradner, OH
EDUCATION: Graduate of Bowling Green State University, Bachelor Degree with a major in Education English and a graduate of Bowling Green State University, Master Degree with a major in English
ASSIGNMENT: Fast Track Coach

NAME: Courtney Betz
ADDRESS: Toledo, OH
EDUCATION: Graduate of University of Toledo, Bachelor Degree with a major in Social Work and a graduate of University of Toledo, Master degree with a major in Social Work
ASSIGNMENT: Counselor (Grant-Funded)

NAME: John Peters
ADDRESS: Arcadia, OH
EDUCATION: Graduate of Lane Community College, Associate Degree in Computer Network Operations
ASSIGNMENT: Associate Systems Engineer

NAME: Betty Elliott
ADDRESS: Holland, OH
EDUCATION: Graduate of Western Michigan University, Bachelor Degree with a major in Fashion Merchandising Management
ASSIGNMENT: Advisor, Student Financial Services

NAME: Olivia Kory
ADDRESS: Perrysburg, OH
EDUCATION: Penta Career Center graduate
EXPERIENCE: Certified Firefighter in the State of Ohio; experience in CPR and First Aid
ASSIGNMENT: Dispatcher

NAME: Devin Kupka
ADDRESS: Fremont, OH
EDUCATION: Graduate of Tiffin University, Bachelor Degree with a major in Computer Information Systems
ASSIGNMENT: Help Desk Technician

NAME: Kevin Brown
ADDRESS: Toledo, OH
EDUCATION: Graduate of Bowling Green State University, Bachelor Degree with a major in Education and a graduate of University of Toledo, Master Degree with a major in Higher Education
ASSIGNMENT: Advisor, Student Financial Services

NAME: Scarlet D'Amore
ADDRESS: Bowling Green, OH
EDUCATION: Graduate of Chamberlain College of Nursing, Bachelor Degree in Nursing
EXPERIENCE: BLS and ACLS certified as well as being an adjunct clinical instructor
ASSIGNMENT: Clinical Coordinator, Nursing

NAME: Ashley Brainard
ADDRESS: Haskins, OH
EDUCATION: Graduate of Ohio University, Bachelor Degree in Nursing
EXPERIENCE: BLS, NIHSS and ACLS certified as well as being an adjunct clinical teaching assistant
ASSIGNMENT: Clinical Teaching Faculty, Nursing

NAME: Kathryn Callahan
ADDRESS: Oak Harbor, OH
EDUCATION: Graduate of University of Toledo, Bachelor Degree with a major in Communication/Communication Disorders and a graduate of Owens Community College, Associate Degree in Magnetic Resonance Imaging
EXPERIENCE: Four years of hospital experience as MRI Tech
ASSIGNMENT: Instructor, Magnetic Resonance (MRI)

NAME: Nicole Buchanan
ADDRESS: Elmore, OH
EDUCATION: Graduate of Bowling Green State University, Bachelor Degree with a major in Applied Science and a graduate of University of Toledo, Master Degree with a major in Public Health
EXPERIENCE: Registered Dental Hygienist along with related professional licenses/certifications as well as being an adjunct faculty in Dental Hygiene
ASSIGNMENT: Instructor, Dental Assisting

NAME: Kimberly Moore
 ADDRESS: Madison, OH
 EDUCATION: Graduate of Cuyahoga Community College, Associate Degree in Dental Hygiene, graduate of Youngstown State University, Bachelor Degree with a major in Allied Health and a graduate of Youngstown State University, Master Degree with a major in Health and Human Services
 EXPERIENCE: Ohio Dental Hygiene License along with related professional licenses/certifications; adjunct faculty in Dental Education
 ASSIGNMENT: Instructor, Dental Hygiene

NAME: Jodi Gore
 ADDRESS: North Baltimore, OH
 EDUCATION: Graduate of University of Toledo, Bachelor Degree and Master Degree with majors in Social Work
 EXPERIENCE: Adjunct faculty in Social Work
 ASSIGNMENT: Instructor, Social Work and Human Services

NAME: Anthony Marshall
 ADDRESS: Van Buren, OH
 EDUCATION: Kenton Sr. High School graduate
 EXPERIENCE: Over 20 years' experience in Business Development related to manufacturing automation, 10 years' experience in high tech manufacturing
 ASSIGNMENT: Representative, Business & Sales Development

NAME: James Zeller
 ADDRESS: Toledo, OH
 EDUCATION: Graduate of University of Toledo, Bachelor Degree with a major in Philosophy and Religious Studies and a graduate of Florida State University, Master Degree with major in Religious Studies
 ASSIGNMENT: Secretary, Student Life

NAME: Paula Rios
 ADDRESS: Sylvania, OH
 EDUCATION: Sylvania Southview High School graduate
 EXPERIENCE: Over 30 years in processing payroll functions
 ASSIGNMENT: Specialist, Payroll

NAME: Kandace York
 ADDRESS: Luckey, OH
 EDUCATION: Graduate of University of Maryland, Bachelor Degree with a major in Communications
 ASSIGNMENT: Specialist, Records/Brochure

NAME: Wayland Preston
 ADDRESS: Toledo, OH
 EDUCATION: E.L. Bowsher high School graduate
 EXPERIENCE: Over 2 years' experience in administrative office and customer service
 ASSIGNMENT: Specialist, Testing Services (Learning Centers and Community Testing)

NAME: Katelyn Rosendaul
 ADDRESS: Toledo, OH
 EDUCATION: Start High School graduate
 EXPERIENCE: Over 7 years' experience with data entry, computers and software
 ASSIGNMENT: Dispatcher

RESOLUTION 2021-09-07-03

BE IT HEREBY RESOLVED that the recommendation of the President to revise the assignment on the basis indicated below, be approved by the Board of Trustees:

<u>NAME</u>	<u>ASSIGNMENT</u>
Mark King	Manager, OPOTA
Tonya Miller	Advisor
Louise Weller	Instructor, Nursing
Melissa Falk	Clinical teaching Faculty, Nursing
Amy Foster	Instructor, Nursing
Wanda Wray	Lead Journeyman Maintenances Specialist
Melissa Lentz	Director, Fast Track Program

Ms. Talmage made a motion to approve the recommendations, which was seconded by Dr. Hejeebu. Chair Hammond called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srimi Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Sherina Ohanian, aye; Rich Rowe, aye; Rita Russell, aye; and Diana Talmage, aye. Chair Hammond declared that the motion was carried

Facilities/Capital Improvements:**- Transportation Technology Building Renovations Project:**

RESOLUTION 2021-09-07-04

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the Transportation Technology Building Renovations project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College Transportation Technology Building Renovations Project		
General Contract	Comte Construction Co. 912 N. Summit St. Toledo, Ohio 43604	\$388,400

- College Hall Phase III Renovations Project:

RESOLUTION 2021-09-07-05

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the College Hall Phase III Renovations project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College College Hall Phase III Renovations Project		
General Contract	The Spieker Company 2541 Tracy Road Northwood, Ohio 43619	\$2,327,000

- **IT Campus Security Upgrades – Fiber Loop-NW Campus Portion Project:**

RESOLUTION 2021-09-07-06

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to award a contract to the following firm for the IT Campus Security Upgrades – Fiber Loop-NW Campus Portion project using SB 310 capital-appropriated funds, be approved by the Board of Trustees.

Owens State Community College IT Campus Security Upgrades – Fiber Loop Project		
General Contract	Lake Erie Technologies 12763 Middleton Pike Bowling Green, OH 43402	\$197,984

- **Prior Authorization of the Board of Trustees for JobsOhio Restricted Gift Funds:**

- **Dana Center for Advanced Manufacturing Training**

RESOLUTION 2021-09-07-07

WHEREAS, pursuant to paragraph (C)(3)(c) of the 3358:11-4-12 Purchasing Policy, the purchase or lease of vehicles, furniture, equipment or other goods with an aggregate value of \$100,000 that are non-routine, non-recurring requires prior authorization of the Board of Trustees;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the recommendation of the Treasurer/Chief Financial Officer and the President to purchase equipment for the Dana Center for Advanced Manufacturing Training with JobsOhio restricted gift funds in accordance with the agreement, that have an aggregate cost greater than \$100,000 but not to exceed \$402,116.32, be approved by the Board of Trustees.

Mr. Johnson made a motion to approve the recommendations, which was seconded by Mr. Rowe. Chair Hammond called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srini Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Sherina Ohanian, aye; Rich Rowe, aye; Rita Russell, aye; and Diana Talmage, aye. Chair Hammond declared that the motion was carried

Dates to Remember – Members of the Board of Trustees were provided with the dates to remember. Chair Hammond commented on the invitation to the Welcome Reception for President Somerville to introduce her to educational, business and community partners. The reception is provided by the Board of Trustees and the Owens Foundation Board of Directors.

Financial Exhibit - Members of the Board of Trustees were provided with the financial exhibit. The Chair accepted the financial exhibit, as submitted.

Monthly Report to the Board of Trustees – Members of the Board of Trustees were provided with the monthly report. The Chair accepted the monthly report, as submitted.

Statements and Comments – Mr. Rowe asked about remote attendance for Board committee meetings, which Lisa Nagel, General Counsel, commented that she would research the question.

EXECUTIVE SESSION

Chair Hammond announced an executive session for discussion of the purchase or sale of property; and for pending or imminent court action. Mr. Rowe made a motion to adjourn to executive session as specified. Dr. Hejeebu seconded the motion, and the Chair called for a roll call vote. Roll Call: Mary Beth Hammond, aye; Srinivas Hejeebu, aye; Jason Johnson, aye; Karil Morrissey, aye; Sherina Ohanian, aye; Rich Rowe, aye; Rita Russell, aye; and, Diana Talmage, aye (8).

Upon return from executive session, roll call was taken and the following members returned to open session: Mary Beth Hammond, Srinivas Hejeebu, Jason Johnson, Karil Morrissey, Sherina Ohanian, Rich Rowe, and Diana Talmage (7).

Adjournment – As there was no further business to come before the Board of Trustees, Chair Hammond declared the meeting adjourned at 1:56 p.m.